

Ambulance Authority  
Meeting Minutes  
Wednesday, May 17, 2023  
5:00 p.m.

**Members present**

Tim Stubblefield  
Dr. Jay Trussler  
Frank Watkins  
Missy DeFord

**Others present**

Michael Bonner, Chief, Coffee County EMS  
Paul Tibbs, Deputy Chief, Coffee County EMS  
Lorie Nunley, Admin. Assistant, Coffee County EMS  
Marianna Edinger, Coffee County Budget Director  
Larry Sloan, Tullahoma Fire  
Michelle Jackson

1. The meeting was called to order at 5:19 p.m.
2. Before reviewing the agenda, Frank made a change. Under "New Business", he wanted to add:
  - a. Cody Lendley – school. Dr. Trussler made the motion to approve the agenda, with the change, Missy seconded the motion. Motion carries.
3. Missy made the motion to approve the minutes from the April 20, 2023 meeting. Franks seconded the motion. Motion carries.
4. Write offs for April 2023: \$12,987.07. Frank made the motion to approve the write offs. Dr. Trussler seconded the motion. Motion carries.
5. Quarterly Financial Reports: Marianna said collections are still strong, way up from last year. Billable calls are up. As of April, Accounts Receivables: \$746,588. Operations status report: Revenue over Expenditures: \$386,186. Collections per billed calls – budgeted vs. actual: we are ahead \$209,108. Statement of Cash Flow Analysis: Available cash: \$1,752,569. We are up \$350,000 from last year. Tim said Rick took the Manchester station remodeling project to Capital Outlay, which Frank said they already approved it. Now, it goes to Budget and Finance. Marianna wants to make sure (the remodeling project) gets in the budget process.
6. Calls for April: 892, Billable calls: 526, Chute time: 62 seconds. Average scene time: 16 minutes, 33 seconds. Average response time: 7 minutes, 19 seconds. Total call time: 49 minutes, 01 second. Busiest day: Wednesday. Busiest time: 5:00 pm. – 6:00 p.m. Michael said we received 3 new Chevrolet Tahoes (they were purchased with ARP funds).
7. Old Business:
  - a. Tim said last month he passed out the County Personnel Manuals and County EMS policies. He told the Board to look through them, and if they see anything that we need to change, get back at the next 2-3 meetings. Tim will keep it on the agenda for the next 2-3 months.
  - b. Bonnaroo: Michael said none of the local EMS vendors can handle the event. St. Thomas thinks they can handle the event. Tim asked Michael to write up an exemption (since they are not approved to operate in Coffee County). St. Thomas will have to show proof of their State EMS license. Dr. Trussler made the motion to tentatively approve any state licensed ambulance group to cover Bonnaroo during set up, the event, and clean up purposes. Frank seconded the motion. Motion approved.
8. Tim received an email from Cody Lendley, asking to be paid regular payroll while attending school, which he read to the Board. Dr. Trussler said let's ask the neighboring counties and see what their policies say, and bring a report to the next meeting.
9. Public comments: Larry said the 41A Festival will be held in downtown Tullahoma on September 23<sup>rd</sup> & 24<sup>th</sup>.
10. Frank made the motion to adjourn the meeting. Dr. Trussler seconded the motion. Motion passed. The meeting adjourned at 6:12 p.m.

The next Ambulance Authority meeting will be held on June 15, 2023 at 5:00 p.m.